



## EMPLOYMENT OPPORTUNITY

# Plans Examiner

Recruitment Number: 05-150

Salary: \$5,635.28 - \$6,849.72/Monthly  
Filing Deadline: 5 PM, MONDAY, JULY 11, 2005

### POSITION SUMMARY

Under the general supervision of the Plans Examiner Supervisor, the Plans Examiner will examine and apply building code standards to building plans and construction documents for residential, commercial and industrial construction; issue permits; determine or collect fees; and perform other duties as assigned.

### ESSENTIAL FUNCTIONS

**Functions may include, but are not limited to, the following:** Perform plan review of residential, commercial and industrial projects; examine and check structural engineering designs, calculations and plans of residential, commercial and industrial projects; perform plan review of electrical, mechanical and plumbing projects for conformance with adopted building codes and local ordinances and regulations; perform plan review of mobile home installation, accessory structures and miscellaneous electrical, mechanical and plumbing in mobile home parks for conformance with Title 25, Mobile Homes Parks Act, and local ordinance and regulations; provide interpretations of building codes, State laws, local ordinances and departmental policies; evaluate alternate methods of construction/materials and provides recommendations; provide technical assistance to counter and Code Enforcement staff including plan review coverage at the building counter as needed; perform structural inspections in the field as needed; determine valuation and building fees; check calculations and test reports; provide assistance and information to contractors, architects, engineers and the public in the solution of routine building problems and the interpretation of building codes and ordinances; check plans for compliance with State of California Title 24; maintain liaison with other departments concerned with building and related codes compliance; may perform structural inspections in the field on special projects; keep records; compile data; make reports and building permits.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination of training and experience equivalent to completion of a bachelor's of science degree from a four year accredited college/university with major coursework in Civil or Structural Engineering, Architecture or a closely related field and two years of experience in the preparation or checking of building plans and specifications, or three years of experience in the inspection of buildings and structures for compliance with plans, specifications and codes. **License:** Must have a valid California driver's license. Must be able to obtain ICC certification as a Plans Examiner within one year of employment. Certificate of registration as a Civil or Structural Engineer in the State of California is highly desirable.

**Knowledge, Skills and Abilities:** **Knowledge of:** the principles of Civil Engineering with an emphasis on structural engineering; building construction codes, ordinances and enforcement requirements related to structural, electrical, plumbing, mechanical, mobile home installations, energy and disabled access; proper methods and materials of building construction; English usage, spelling, grammar, and punctuation and computer equipment and software application related to assignment. **Ability to:** plan review complex structural designs, plans, and calculations for compliance with adopted building codes and regulations, and structural engineering techniques and practices; operate computer equipment and software applications related to assignment; analyze and perform engineering computations; interpret building codes and ordinances and recommend changes and revisions; work and communicate effectively with others; prepare written reports; maintain good public relations; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationship with those contacted in the course of work; and work with various cultural and ethnic groups in a tactful and effective manner.

### PHYSICAL DEMANDS

Ability to operate a personal computer including a keyboard and mouse; sufficient vision to read typical business documents, computer screens, blueprints, and drafting plans; compute fees and math calculations using a calculator; documents code violations; must be able to lift plans of various sizes weighing up to 15 lbs from various

heights above and below shoulder height; must be able to effectively communicate with citizens, architects, engineers, contractors and city staff using a telephone as well as in person; may sit/stand for extended periods of time.

### ***APPLICATION PROCESS***

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

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Note: The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours prorated based on date of hire.

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Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096  
Hours: 8 AM – 5 PM Monday - Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • **Job Hotline: (619) 691-5095**

Assigned Staff: Cleve Jacobs 585-5743, [cjacobs@ci.chula-vista.ca.us](mailto:cjacobs@ci.chula-vista.ca.us) Revised 5/18/05

**An Equal Opportunity Employer**

